

Vacancy Announcement

OPEN TO:	All Interested Candidates
POSITION:	AECSA Steward
OPENING DATE:	Wednesday, 15 November 2023
CLOSING DATE:	Wednesday, 22 November 2023
WORK HOURS:	Full-time, 48 hours per week (Saturday to Thursday). Must be available for occasional overtime to accommodate the work demand to include after hours, weekends and holidays. One-year contract, renewable.
WHO MAY APPLY:	Resumes will be accepted from all candidates with the requisite skills and experience. Applicants must be at least 18 years of age. Family members of AECSA BOD members are ineligible.
SALARY:	JD 315 per month (paid in JDs at the end of every month) + service charge and tips. Benefits: health insurance, savings plan, SS enrollment (or severance pay for non-Jordanians), discount on food, paid holidays.

Note: All ordinarily resident applicants must be residing in country and have required work and/or residency permits to be eligible for consideration.

The American Embassy Community Services Association is a not-for-profit entity located at the U.S Embassy-Amman. The association provides goods and services to American Embassy employees to enhance the quality of their lives, and to create a supportive community that values the welfare and satisfaction of embassy employees, ultimately contributing to the overall success of the United States Embassy mission.

BASIC FUNCTION OF POSITION

- Wash all kitchen utensils, flatware, and other kitchen items in accordance with the sanitation standards established by the Embassy's Health Unit.
- Place all cleaned items in their proper place ensuring that the items are neatly stacked and organized.
- Maintain general cleanliness of the kitchen according to the Health Units' sanitation standards.

- Remove all trash from the kitchen and throws trash in the appropriate Embassy dumpsters.
- Assist the cooks and chefs with cleaning.
- Transport all the kitchens delivery items from the back gate to the kitchen and place these items in their proper place once the delivery has been checked and verified by the appropriate kitchen personnel.
- Assist the staff in clearing dining room tables if needed.
- Properly care for and clean all equipment, tools, and instruments and ensure they are properly stored.
- Must strictly adhere to hygiene and sanitation rules as required by the Embassy's Health Unit.
- Learn and execute the Embassy fire, safety, and evacuation regulations.
- Assist other personnel with their duties, if necessary.
- Perform any other duties as assigned by the AECSA General Manager.

QUALIFICATIONS REQUIRED

- Basic English Language skills required.
- Ability to work well in a team.
- Close attention to detail.
- Observes a high standard of personal hygiene.

TO APPLY

Interested applicants should submit a cover letter and a resume to: Amman-AECSA@state.gov